



Vacancy Announcement
United States Court of Appeals, Fifth Circuit
Office of the Clerk

Position:	Financial Procurement Technician		
Starting Salary:	CL 23 - 24 (\$28,588 - \$39,594 depending upon qualifications and experience)		
Posting Date:	May 23, 2007	Closing Date:	Opened Until Filled
Announcement #:	6-2007		

Duties:

Under the guidance of the Budget Analyst, aids in the safekeeping, depositing, accounting and reporting of monies received. Also responsible for procuring equipment, supplies and miscellaneous services, and ensuring procurement practices are in compliance with established policies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- High school diploma
- Basic knowledge of accounting and procurement procedures
- Computer literacy with working knowledge of spreadsheets and word processing software
- Sound judgment with strict adherence to procedural requirements
- Fast and accurate typing and data entry
- Excellent oral and written communication skills
- Quick and efficient handling of large quantity of work
- Ability to work as a team member to achieve a common goal
- Demonstrated ability to process complex issues with discretion, confidentiality and a meticulous attention to detail
- Orientation to customer service
- Ability to lift items up to 50 pounds and regularly move boxes, furniture and equipment

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- General and specialized clerical experience
- Proficiency in WordPerfect, Excel and Windows
- Associate or higher degree; a vocational certificate in a business field; or FAS4T (Financial Accounting System for Tomorrow) certification

Application Process:

Interested applicants must submit a cover letter indicating the position applied for and the attached form AO 78, Application For Judicial Branch Federal Employment to the address listed below. Additional information can be obtained on the Fifth Circuit website, www.ca5.uscourts.gov.

U.S. Court of Appeals, Fifth Circuit
Personnel Department - Announcement # 6-2007
600 S. Maestri Place
New Orleans, LA 70130

Qualified applicants chosen for consideration are subject to applicable skill testing that may include, but is not limited to: writing, spelling, grammar, WordPerfect, Excel, data entry, basic math, petty cash and bank reconciliation.

Benefits:

Employees of the Clerk's Office of the United States Court of Appeals, Fifth Circuit are not included in the government's civil service classification. They are, however, entitled to similar benefits as other federal employees. These include:

- 13 days paid vacation per year for the first three years of employment
- 20 days paid vacation per year after three years of employment
- 26 days paid vacation per year after 15 years of employment
- 13 days paid sick leave per year
- 10 paid Federal holidays per year (plus Mardi Gras)
- Participation in the Federal Employees Retirement System (including government Thrift Savings Plan similar to 401K plan with matching funds)
- Optional participation in the Federal Health Insurance Program (with a wide choice of plans)
- Participation in pretax flexible spending account programs
- Voluntary participation in life, long-term disability and long-term care insurance programs

When computing employee leave and retirement benefits, time in service with other federal agencies, as well as time for certain prior military service may be taken into consideration.

Information:

The Fifth Circuit is an Equal Opportunity Employer. This office provides reasonable accommodations to applicants with disabilities. If you need such accommodation for any part of the application and hiring process, please notify the person who contacts you concerning your application. The decision to grant reasonable accommodations will be made on a case by case basis.

Funds are not available to support travel or relocation expenses.

The court reserves the right to modify the conditions on this job announcement, withdraw the job announcement, fill the position sooner than the closing date, or to extend the closing date, any of which actions may occur without any prior written or other notice.

Only qualified applicants will be considered for this position. Qualified applicants are subject to testing for relevant skills. When applicable, applicants are selected for interviews based on test scores.

The successful candidate will be offered employment based on a satisfactory background check and investigation. High sensitive and positions with financial responsibilities are also subject to credit checks. Employees serve under "Excepted Appointments" and are considered "at will" employees. All information provided by applicants is subject to verification and background investigation. Any false statements or omissions of information on any application material or the inability to meet the conditions for employment may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Placement at the CL 23 level requires two years of general clerical experience or 80 semester/110 quarter hours of college credit. Placement at the CL 24 level requires one year of specialized experience equivalent to the CL 23 level.

APPLICATION FOR JUDICIAL BRANCH FEDERAL EMPLOYMENT

POSITION APPLIED FOR : _____ (a separate application must be submitted for each position)

1. Name Last, First, Middle Initial Mr. Miss. Mrs. Ms.

2. Phone Number

3. Social Security Number

4. Present Address

5. Place of Birth

6. Other Names Previously Used for Employment Purposes

7. Date of Birth

City

State

Foreign Country

GENERAL8. Are you a U.S. YES ☐ NO ☐ — Give the Country of your citizenship _____9. a. Were you ever a Federal civilian employee? YES ☐ ☐ — For highest civilian grade give: _____ / _____
series gradeb. Are you receiving a Federal annuity payment? YES ☐ N ☐10. Do you have any relatives that are Judges, Officers or employees of the United States Courts? If so, give their names, positions, and relationships to you. YES ☐ NO ☐11. Have you ever been discharged from a position or asked to resign under the threat of discharge? YES ☐ N ☐ If yes, explain under Remarks at the end of this form.12. Have you ever been convicted? YES ☐ NO ☐ (You may omit: (1) offenses committed before your 18th birthday and adjudicated under a juvenile offender law; (2) offenses adjudicated under a youth offender law; (3) offenses as to which the record has been expunged; (4) minor traffic violations for which you paid a fine of \$100 or less) If yes, explain under Remarks at the end of this form.**EDUCATION**13. a. Do you have a high school diploma or G.E.D. equivalent? YES ☐ NO ☐ If yes, Date of Completion _____

b. Name and location of colleges or universities attended (including law schools)	Dates Attended	Number of Credit Hours		Degree	Date Received	Grade Point Average and/or scholastic standing
		Quarter	Semester			
Chief Undergraduate Subjects	Credit Hours		Chief Undergraduate Subjects		Credit Hours	
	Quarter	Seme			Quarte	

c. **Computer or special skills**, accomplishments, awards, or honors (Specify)

d. Other schools or training such as trade, vocational, Armed Forces, or business. Give for each: Name and location of school, dates attended, subject studied, certificates, and any other pertinent data.

MILITARY SERVICE14. a. Have you ever served on active duty with the military? YES ☐ NO ☐ If yes, attach a copy of DD 214, Notice of Separation.b. Are you retired from military service? YES ☐ NO ☐**APPLICANTS FOR LEGAL POSITIONS**15. a. Are you admitted to the Bar? YES ☐ NO ☐ If yes, list the Bar(s) to which admitted and dates of admission:Is your Bar membership ☐ Active ☐ Inactiveb. Did you attend a Bar review course? YES ☐ NO ☐ List type of course:

Dates Attending: From:

To

WORK EXPERIENCE

Including experience while in military service.

(Start with your present position and work back 10 years. Use additional page if necessary.)

A

Dates of Employment (month, day, year) From: _____ To _____		Number of hours worked per week:	Exact Title of Your Position	
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Classification Grade/Level <i>(If in Federal Service)</i>	Place of Employment City _____	Kind of Business or Organization
			State or Country _____	
Name and Address of Employer <i>(firm, organization, etc.)</i>			Name and Title of Immediate Supervisor	
Business Telephone: _____ Area Code _____ Number _____			Number of Employees Supervised	
Reason for Leaving				
Description of Work				

B

Dates of Employment (month, day, year) From: _____ To _____		Number of hours worked per week:	Exact Title of Your Position	
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Classification Grade/Level <i>(If in Federal Service)</i>	Place of Employment City _____	Kind of Business or Organization
			State _____	
Name and Address of Employer <i>(firm, organization, etc.)</i>			Name and Title of Immediate Supervisor	
Business Telephone: _____ Area Code _____ Number _____			Number of Employees Supervised	
Reason for Leaving				
Description of Work				

REMARKS: *(Use this space for continuation of answers. List the number of items being continued.)***APPLICANT CERTIFICATION**

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE

DATE SIGNED

CONTINUATION SHEET AO-78

Dates of Employment (month, day, year) From: _____ To _____		Number of hours worked per week: _____	Exact Title of Your Position	
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Classification Grade/Level (If in Federal Service)	Place of Employment City _____	Kind of Business or Organization
			State _____	
Name and Address of Employer (firm, organization, etc.)			Name and Title of Immediate Supervisor	
Business Telephone: _____ Area Code _____ Number _____			Number of Employees Supervised	
Reason for Leaving				
Description of Work				

Dates of Employment (month, day, year) From: _____ To _____		Number of hours worked per week: _____	Exact Title of Your Position	
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Classification Grade/Level (If in Federal Service)	Place of Employment City _____	Kind of Business or Organization
			State _____	
Name and Address of Employer (firm, organization, etc.)			Name and Title of Immediate Supervisor	
Business Telephone: _____ Area Code _____ Number _____			Number of Employees Supervised	
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Dates of Employment (month, day, year) From: _____ To _____		Number of hours worked per week: _____	Exact Title of Your Position	
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Classification Grade/Level (If in Federal Service)	Place of Employment City _____	Kind of Business or Organization
			State _____	
Name and Address of Employer (firm, organization, etc.)			Name and Title of Immediate Supervisor	
Business Telephone: _____ Area Code _____ Number _____			Number of Employees Supervised	
Reason for Leaving				
Description of Work				